



THE CITY OF SAN DIEGO

OUTDOOR FESTIVALS/SPECIAL EVENTS

The purpose of these guidelines is to familiarize event promoters, sponsors and vendors with information about outdoor festivals/special events and general fire safety regulations that are enforced by Fire and Life Safety Services, Fire and Hazard Prevention Services. The Department is committed to promoting public safety and assisting all parties involved to provide a level of service that will insure a safe and successful event.

A team is a group of people working together toward a common goal. How well the team performs depends not only on the willingness and effort of the individual participants {Event Sponsor, Special Events personnel, and Vendors}, but also upon their understanding of their responsibilities.

I. Event Sponsor's Responsibilities

- A. In addition to the permit required by Fire and Hazard Prevention Services, the event sponsor shall secure permits from any other City department as needed to host the Outdoor Special Event. A Special Event Permit Application from the City of San Diego <http://www.sannet.gov/specialevents/> may be required, as well as a permit from the Police Department; Park and Recreation; or any other city department.
- B. The event sponsor shall submit to Fire and Hazard Prevention Services a permit application for the special event which he/she is planning.
 - 1. Permit Application Process
 - a. The permit application, **Application for a Single Event Permit** (pdf), can be completed on line and mailed in. You may also contact the Special Events office at 619 533-4400 to request that an application be faxed or mailed to you. An application may also be requested over the counter at our office at the Executive Office Complex, 1010 2nd Ave., Ste. 300, San Diego, CA 92101.
 - b. The completed application shall be turned in no later than two weeks prior to the event. It can be mailed to Fire and Hazard Prevention Services, Attn: Special Events, to the address above or it may be faxed to 619 533-4426.
 - c. Two copies of a site plan shall be submitted with the permit application. The site plan shall include:
 - 1.) the name of all streets or areas that are part of the outdoor special event;
 - 2.) the locations of the fire department emergency access lanes (20 foot minimum width);

- 3.) the location of stages, non-food booths, food booths and cooking areas;
- 4.) a detail or close-up of the food booth and cooking area configuration;
- 5.) booth identification signs or numbers of all vendors cooking with flammable gases or BBQ grills; and
- 6.) the location of tents.
- d. In addition to the site map, two copies of tent plans should be submitted which include:
 - 1.) the layout of the inside venue (ie. seating and table arrangement), and
 - 2.) exit locations for outdoor special events that are fenced.
- e. The event sponsor shall provide a listing of all vendors who are cooking. The list shall include the booth locations and the method of cooking (propane or BBQ grill).
- C. The event sponsor shall supply each vendor with any information required for loading in and loading out of the special event.
- D. The event sponsor shall distribute to each vendor who is cooking a copy of **Portable Exterior Cooking Booths** (pdf).
- E. The event sponsor shall seek clarification of any of these responsibilities from Special Events personnel.

II. Special Events Personnel's Responsibility

- A. Special Events personnel will contact the permittee if there are any additional questions or concerns and will schedule an inspection time.
- B. When the application and site plan have been approved, an approved and signed copy of the permit application will be returned to the permittee, via fax or mail, or it may be picked up at the counter of our office.
- C. A copy of for **Portable Exterior Cooking Booths** (pdf) will be provided to the event sponsor for distribution to the vendors.
- D. When it is deemed necessary for the safeguarding of life and property from fire, explosion, panic, or other hazardous conditions which may arise at the outdoor special event, standby fire personnel may be required to be present before and during the event.

III. Vendors' Responsibilities

- A. Vendors shall coordinate with the event sponsor rules for loading in and loading out of the event.
- B. The fire lanes shall be kept clear at all times after the allotted time given.
- C. Food vendors shall familiarize themselves with the regulations contained in **Portable Exterior Cooking Booths** (pdf).
- D. Vendors shall comply with all fire safety requirements at all times while participating in outdoor special events.
- E. Vendors shall be ready for a fire inspection on the morning of the event or at any time throughout the day.

IV. Standby Fees

- A. There shall be a fee of \$60.00 an hour for the services of each standby fire person, and a minimum requirement of two hours per person.

